



# ***Randolph History***



- **Travel workforce: 3 FAST and 2 IATS**
  - **Manpower savings of 1.5 personnel**
  
- **Travel Accounting**
  - **Certify an average of 150 authorizations**
  - **CEM orders and civilian TDYs through AFPC; manpower savings of 2 personnel**



# ***Randolph History cont..***



## **❑ Intangibles**

### **■ Transfer of work:**

- ❑ Time spent computing vouchers in the past is used to clear rejects and failed audits in the system**
- Approximately 65% of 1500 vouchers processed reject and must be cleared by an FSO technician**
- FSO technicians answer an average of 3,200 telephone 160 e-mail inquiries per month**



# ***Statistics***



- ❑ **FY 99 Vouchers**
  - **IATS - 11,100**
  - **FAST - 17,932**
- ❑ **FY 00 Vouchers (as of EOM August)**
  - **Total (incl. IATS) - 26,470**
  - **FAST - 15,000**
- ❑ **Government charge cards - 6,258**
- ❑ **Centrally Billed Accounts (CBAs) - 2**



# ***Travel Process***



- ❑ **Blanket Travel Orders**
  - **built in FMFS to assist units**
- ❑ **For-Others**
  - **FMFS loads as temporary fund cite**
- ❑ **Local Vouchers**
  - **Processed like normal TDY voucher**
- ❑ **Document Override**
  - **Accomplished in FSO only**



# ***Travel Manning***



- ❑ **Assigned overall - 13**
- ❑ **Customer Service - 4**
- ❑ **Customer Support - 6**
- ❑ **Accounting Liaison - 3**
- ❑ **System Administration - N/A**
- ❑ **Other Travel Requirements**
  - **ROTC (4); Reserves (1); GSUs (11)**



# ***FSO Workload Process***



- ❑ **New Users**
  - **Added by OFA**
- ❑ **Add/Change Passwords**
  - **Done by OFAs and designated certifiers**
- ❑ **New Funding Line of Accounting**
  - **Done in FMFS**



# ***FSO Workload cont.***



- ❑ **Auditing Process**
  - **FSO runs daily audits; review documents that fail edits; request necessary documentation**
- ❑ **Support OPLOC/DFAS**
  - **Assist DFAS-KA in post-audit by notifying members, requesting documentation and ensuring additional payments if necessary**



# ***Systems Functionality***



- ❑ **FSO technicians have overall access to system**
- ❑ **OFA's have access to "Document Prep" Module and User/Group tables**
- ❑ **Members within the document routing steps have access only to documents that route for their reviews**





# ***System Functionality cont.***



- ❑ **Permission Tables in Use**
  - **0 Basic User**
  - **2 Certifier/Approver**
  - **3 Resource Advisor**
  - **4 Organizational FAST Administrator**
  - **7 FSO Personnel**
  - **8 FSO Capabilities**
  - **9 Systems POC**



# ***System Functionality cont.***



- ❑ **Audits in Place**
  - **Actual Expense**
  - **Advance Claim**
  - **Approval by Traveler**
  - **Approving Official Signature**
  - **Blanket Travel Order**
  - **Travel Order not on file/obligated**
  - **Daily Expense Threshold**
  - **No EFT info.**



# ***System Functionality cont.***



- ☐ **Expense Categories**
- ☐ **FY Cross Funding**
- ☐ **Group Authorization**
- ☐ **Leave Exist**
- ☐ **Permissive TDY**
- ☐ **Signature Verify**
- ☐ **Trip Purpose**
- ☐ **Trip Type**
- ☐ **No Accounting Class Totals**



# ***System Functionality cont.***



- ❑ **Monthly per diem rates are downloaded monthly from Gelco website**
- ❑ **EFT data from DJMS is currently not downloaded due to limited access to Telnet; FSO adds all EFT information manually**
- ❑ **TM Reports**
  - **Travel CONUS - biweekly**
  - **Military Leave Report - weekly**
  - **Travel Over 30 Days - biweekly**



# ***Training***



- ❑ **FSO Staff - limited to essential that use TM**
- ❑ **Two training sessions are conducted quarterly for OFAs and certifying/approving officials**
- ❑ **Basic user training accomplished when TM initially implemented**
  - **OFAs train new users within their units**



# ***Training cont.***



- ❑ **Designated training room with 12 computers is equipped for hands-on training**
- ❑ **Conference room is used for experienced TM users and certifying/approving officials**
  - **PowerPoint presentation is used**
  - **Average number of trainees is 15-30**



# ***Challenges/Concerns***



- ❑ **Enforcing Appendix O**
  - **AO's responsibility to review receipts when approving vouchers**
  - **AO's review of required is an essential part of the internal control process**
- ❑ **Training**
  - **Then OFAs change or PCS, training has to be re-accomplished to ensure they can effectively manage their units**
  - **We have to continually train our own personnel due to PCS/cross-utilization**